

## **Agenda:** **Process Standardization Working Group Meeting**

Thursday, February 7, 2001, 9:00 a.m. – 4:00 p.m.

SRP

Flagstaff Conference Room

	<b>Topic</b>	<b>Lead</b>	<b>Anticipated Outcome</b>	<b>Att.</b>
1	Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Ms. Dryer will welcome participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet will be circulated. Participants will introduce themselves. Minutes from the January 11, 2001 meeting will be approved.	
2	Report from Janie Mollon on revised Change Control Process	Janie Mollon	Janie Mollon will present the revised Change Control Process	
3	VEE update	Janie Mollon	Janie will send out a written report from the VEE meeting in advance of the February 7 <sup>th</sup> meeting and address questions at the meeting.	
4	EDI 810 Update	Shirley Renfroe	Shirley Renfroe will send out a written report in advance of the next meeting covering outstanding items on the completion of the 810	
5	Metering Forms Update	Jenine Schenk	Jenine Schenk will send out a written report in advance of the next meeting and address questions. The group will vote on submitting the Metering Form Packet to the Utilities Director for approval as the Version 1 of the State Standard.	
6	Top 5 issue/tasks discussion	John Wallace	John will lead the group in a discussion on the top 5 issues/tasks submitted by participants. The group will identify the next issues that will be addressed.	
7	Resolve Pending Resolution Issues	Evelyn Dryer	The Master issues list has 4 Pending Resolution issues that have been previously discussed and consensus reached. The group will formally resolve issues and update issue list.	
8	New Issues	Evelyn Dryer	The group will raise new issues	
8	Meeting Evaluation	Evelyn Dryer	The group will provide feedback.	
9	Set Next Agenda	Evelyn Dryer	The group will set the next agenda.	
9	Adjourn Meeting	Evelyn Dryer	The meeting will be adjourned.	